



# Spirings Valley Community Schools

## Online Registration Quick Reference Instructions

### WHO CAN REGISTER ONLINE

- Online registration is for any current K-12 student that was enrolled at Spirings Valley at the end of last year or took part in Kindergarten Roundup.
- Students new to Spirings Valley must register in person at the school to take part in new student enrollment. For more information, contact the appropriate school office (elementary or jr-sr high school) at 812-936-9984 Monday – Friday from 8:00am to 4:00pm.

### INFORMATION YOU WILL NEED WHEN REGISTERING

To complete the online registration process, you will need the following information.

1. Your parent/guardian Skyward username and password. Contact the school office at 812-936-9984 if you need this information.
2. Any updated contact, personal, or emergency contact information (address, phone numbers, name change, ...)
3. Proof of Residency (required by Indiana) - Examples include a utility bill (dated within last 60 days), current property tax statement, current lease, medical bill (dated within last 60 days), or similar. You have the option to submit a photo of the document as well. Please note that the IDOE (Indiana Department of Education) does not allow a driver's license to be used for proof of residency.
4. Updated health/medical information (physician, allergies, immunizations,...)
5. Method of payment (credit/debit card, online check, or pay in person at the school) to purchase parking permit or add money into food service account, which would primarily be used by jr.-sr. high students to purchase ala carte items. All Spirings Valley students will receive a breakfast meal and lunch meal free of charge each day.

### HOW TO REGISTER ONLINE

1. A primary guardian of the student must login to his or her Skyward account to perform online registration. (This will NOT work in the student's Skyward account. Contact the school office (812-936-9984) if you do not know your Skyward account information. The skyward login page can be found by going to [www.svalley.k12.in.us](http://www.svalley.k12.in.us) and clicking on "Skyward.")
2. Click on the "Online Registration" tab in the left side menu and then select the first child you wish to register. If you have only one child in school, then only one will be listed.
3. Follow the steps to complete each section of online registration for that child.
4. Pay fees: The last step before completing online registration for that child is to Make a Fee Payment. This will take you to the "RevTrak" web store for Spirings Valley Schools where you may pay fees by credit/debit card (MasterCard, VISA, or Discover) or online check. This includes purchasing parking permits or putting money into your children's food service accounts, which can be done at any time throughout the school year. **NOTE:** students receive free lunch and breakfast; meal account funds would only be to purchase extra item. (A small, 3.62% charge is added for payment processing). Note: you may pay for all of your children at the same time at the web store and then finish registering the rest of the children's information in Skyward. If you prefer to pay by check or cash, avoiding the 3.62% charge, you may complete all of the registration steps for each child and then come to the school during the scheduled registration days and times to complete payment.
5. After completing all of the registration steps for each child, the online registration is complete and your children are ready for the first day of school.